



Legislation Text

File #: Ord 13-28, **Version:** 1

Amending Chapter 2 of the Saint Paul Administrative Code to transfer the payroll function from the Office of Financial Services to the Office of Human Resources, and amending Chapter 3 of the Saint Paul Administrative Code to transfer the worker's compensation functions from the Office of the City Attorney to the Office of Human Resources.

THE COUNCIL OF THE CITY OF SAINT PAUL DOES ORDAIN:

SECTION 1

Title 1, Chapter 2, Office of the Mayor; Section 2.02 - Administration of the Saint Paul Administrative Code is hereby amended to read as follows:

Sec. 2.02. - Administration.

(G) *Budget and Financial Services:*

(4) *Accounting section:* Within the office of financial services there shall be an accounting section. Under the supervision of the director, the accounting section's responsibilities shall include, but not be limited to:

- a. Developing and maintaining a central system of accounts for all departments and agencies of city government.
- b. Developing and maintaining a system of auditing of all city expenditures.
- c. Developing and maintaining a system of recording all city receipts and deposits.
- d. Establishing and maintaining such accounting programs as may be necessary for the maintenance of county, state and federal aids, grants and loans.
- e. Serving as the official custodian of all documents, agreements, contracts and bonds, except as they relate to real estate.
- f. Certifying availability of funds for all departmental expenditures.
- g. ~~Establishing and maintaining a payroll and payroll deduction system for all city employees.~~
- h. ~~Establishing the procedures for maintaining uniform records of all employees' work hours, vacation, sick leave, pension and social security.~~
- i. g. Assisting the director in the preparation and management of the city budget, including required periodic checks on departmental budgets and periodic estimates for all departments and agencies of the city.
- j. h. Maintaining a system of inventory control of all city departments.
- k. i. Developing such systems as are necessary to assure that the city accounts are kept in accordance with generally accepted accounting principles for governmental units.
- l. j. Preparation of the city's comprehensive annual financial report to include statements comparing budgeted appropriations and estimated revenues to actual expenditures and revenue using the following reporting levels:

1. The city's general fund will be reported at the major functional level.
2. All other governmental fund types with annual budgets will be reported at the fund level.
3. In accordance with governmental accounting standard board standards there will be no actual reporting of expenditures and receipts to budget plan for proprietary fund types and any governmental funds with a multiyear budget.

Title 1, Chapter 2, Office of human resources; office functions Section 2.03 - Office of human resources; office functions of the Saint Paul Administrative Code is hereby amended to read as follows:

Sec. 2.03. - Office of human resources; office functions.

(j) *Workers' Compensation.* Administer the city's workers' compensation program, including retention limits, claim investigation, claim settlement, record keeping, cost allocation, compliance requirements, and return-to-work programs. Prepare and approve all workers' compensation payrolls and investigate all cases in which workers' compensation is involved and be responsible for the filing of all documents and papers required by the Department of Labor and Industry of the State of Minnesota.

(k) *Payroll.* Administer the city's payroll and payroll deduction system for all city employees. Ensure accurate and timely payroll processing and related activities including withholding and deductions. Ensure that necessary employee information is maintained and submitted in accordance with acceptable business and regulatory standards.

SECTION 2

Title 1, Chapter 3, Office of the City Attorney; Section 3.02 - Powers and duties of the Saint Paul Administrative Code is hereby amended to read as follows:

Sec. 3.02. - Powers and duties

~~(9) Prepare and approve all workers' compensation payrolls and investigate all cases in which workers' compensation is involved and be responsible for the filing of all documents and papers required by the Workers' Compensation Act of the State of Minnesota.~~

~~(10)~~ (9) Maintain appropriate records of all actions, suits, proceedings and matters which relate to the interests of the city, its departments or agencies and report thereon from time to time as required by the mayor and council.

~~(11)~~ (10) Advise the city clerk on all matters relating to the codification, publication and distribution of the legislative and administrative codes of the city as provided in Section 4.02 of the Administrative Code.

~~(12)~~ (11) Be responsible for representing the city in all causes, hearings, trials, and administrative or judicial review concerning rates, franchises, valuations, utility conducts, or other issues involving the city and the public utilities which affect it or are under its control, including, but not limited to, telephone, telegraph, radio, television, cable television, lighting, heating, water, sewer and transportation. In so doing, the city

attorney may retain a rate expert or experts to ensure proper review, analysis, study and recommendations on all utility matters, which expert shall prepare for submission to the mayor and the council, upon request, such reports and recommendations as may assist them in resolving rate determinations and other utility matters.

~~(13)~~ (12) Have such other and different powers and duties as may be provided by charter or law.

SECTION 3

This Ordinance shall take effect and be in force thirty (30) days following its passage, approval and publication.